

DOE F 1332.1 (4-89)
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U.S. DEPARTMENT OF ENERGY

REPORTING REQUIREMENTS CHECKLIST

1. PROGRAM/PROJECT TITLE Specialized Technical Services for the Office of Classification, Office of Security and Safety Performance Assurance		2. IDENTIFICATION NUMBER DE-RP01-06SO20218	
3. PARTICIPANT NAME AND ADDRESS TBD			
4. PLANNING AND REPORTING REQUIREMENTS			
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">A. General Management<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Management Plan (requires COR approval) <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Summary Report</div><div style="text-align: right;">M</div></div>B. Schedule/Labor/Cost<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Milestone Schedule/Plan <input checked="" type="checkbox"/> Labor Plan <input type="checkbox"/> Facilities Capital Cost of Money Factors Comp. <input type="checkbox"/> Contract Facilities Capital and Cost of Money <input checked="" type="checkbox"/> Cost Plan <input type="checkbox"/> Milestone Schedule/Status <input checked="" type="checkbox"/> Labor Management Report <input checked="" type="checkbox"/> Cost Management Report</div><div style="text-align: right;">Y Y M M</div></div>C. Exception Reports<div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Conference Record <input type="checkbox"/> Hot Line Report</div><div style="text-align: right;">A</div></div>D. Performance Measurement<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Management Control System Description <input type="checkbox"/> WBS Dictionary <div style="margin-left: 20px;"><input type="checkbox"/> Index <input type="checkbox"/> Element Definition</div> <input type="checkbox"/> Cost Performance Reports <div style="margin-left: 20px;"><input type="checkbox"/> Format 1 - WBS <input type="checkbox"/> Format 2 - Function <input type="checkbox"/> Format 3 - Baseline</div></div><div></div></div></div><div style="width: 45%;">E. Financial Incentives<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Statement of Income and Expenses <input type="checkbox"/> Balance Sheet <input type="checkbox"/> Cash Flow Statement <input type="checkbox"/> Statement of Changes in Financial Position <input type="checkbox"/> Loan Drawdown Report <input type="checkbox"/> Operating Budget <input type="checkbox"/> Supplementary Information</div><div></div></div>F. Technical<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Notice of Energy R&D Project (Required with any of the following) <input checked="" type="checkbox"/> Technical Progress Report (work assigned, in progress, accomplished - by task) <input checked="" type="checkbox"/> Topical Report <input checked="" type="checkbox"/> Final Technical Report <input type="checkbox"/> Software <input checked="" type="checkbox"/> Other (Specify): SEE ATTACHED</div><div style="text-align: right;">M A F</div></div>G. Environment, Safety & Health<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> (Specify)</div><div></div></div></div></div>		5. FREQUENCY CODES <div style="display: flex; justify-content: space-between;"><div style="width: 30%;">A - As Required C - Change to Contractual Agreement F - Final (end of effort) D — Daily</div><div style="width: 30%;">BM — Bi-Monthly M - Monthly O - Once After Award Q - Quarterly</div><div style="width: 30%;">S - Semi-Annually X - With Significant Changes Y - Yearly or Upon Renewal/Revision of Task Assignment</div></div>	
6. SPECIAL INSTRUCTIONS (ATTACHMENTS) <div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><input checked="" type="checkbox"/> Report Distribution List/Addresses / other reports <input type="checkbox"/> Reporting Elements <input checked="" type="checkbox"/> Due Dates within 20 days after reporting period unless noted</div><div style="width: 45%;"><input type="checkbox"/> Analysis Thresholds <input type="checkbox"/> Work Breakdown Structure <input type="checkbox"/> Other</div></div>			
7. PREPARED BY <div style="display: flex; justify-content: space-between;"><div style="width: 45%; text-align: center;">_____ (Signature)</div><div style="width: 45%; text-align: center;">_____ (Date)</div></div>		8. REVIEWED BY <div style="display: flex; justify-content: space-between;"><div style="width: 45%; text-align: center;">_____ (Signature)</div><div style="width: 45%; text-align: center;">_____ (Date)</div></div>	

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**REPORT DISTRIBUTION LIST
06SO20218**

<u>Report</u>	<u>Form #</u>	<u>Frequency</u>	<u>No. of Copies</u>	<u>Address</u>
Status Report	None	Monthly	1, 1	A, B
Labor Plan	1332.4	Yearly	1, 1	A, B
Cost Plan	1332.7	Yearly	1, 1	A, B
Labor Management Report	1332.8	Monthly	1, 1	A, B
Cost Management Report	1332.9	Monthly	1, 1	A, B
Conference Record	None	As Required	1, 1	A, B
Monthly Meeting Minutes	None	Monthly	1, 1	A, B
Cost Summary by Task Assignment	None	Monthly	1, 1	A, B
Technical Progress Report	None	Monthly	1, 1	A, B
Topical Report	None	As Required	1, 1	A, B
Final Technical Report	None	Final	1, 1	A, B
OTHER:				
Quality Control/Quality Assurance Plan	None	Yearly	1, 1	A, B

Addresses:

- A. U. S. Department of Energy
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- B. U. S. Department of Energy
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